

**THE TULALIP TRIBES**  
**Finance Department**  
**Job Description**

**JOB TITLE:** Accounting Specialist

**JOB NUMBER:** TTT-152-06

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities. Must be able to commit to strive for an successful employment history with Tulalip Tribes or other outside businesses

**EDUCATION:**

- ☐ High School Diploma or GED equivalent **required (Please attach documentation)**
- ☐ Completed College Courses in Full Charge Bookkeeping.

**SKILLS:**

- ☐ Must be able to type 35 wpm without errors **(Test Required)**
- ☐ Must have strong communication and organizational skills
- ☐ Must have hands on skills and experience with Information Systems.
- ☐ Must have strong math skills **(Test Required)**
- ☐ Must have knowledge and the ability to operate a ten key **(Test Required)**
- ☐ Ability to compose routine department correspondence to include memorandums, letters, reports, etc. **(Test Requiree)**

**EXPERIENCE:**

- ☐ Minimum one (1) year of office experience
- ☐ Minimum one (1) year working knowledge of Microsoft, Excel, Word, Accuprint and the MOM System.
- ☐ Minimum one (1) year working experience with confidentiality
- ☐ Minimum one (1) year proven ability to extract and manipulate data.

**OTHER REQUIREMENTS:**

- ☐ Ability to maintain an independent, confidential and professional work environment.
- ☐ Must have tolerance and patience to deal with upset, angry, frustrated persons.
- ☐ Must be willing to attend progressive related training as deemed necessary
- ☐ Must be able to work evening, weekends as needed or requested.
- ☐ Must have a successful employment history with Tulalip Tribes and/or other employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Light lifting and stretching
- ☐ Manual finger dexterity for calculator, personal computer, and routine paperwork
- ☐ Prolonged sitting

**Tribal Department:** Finance

**Employee Classification:** Non-Exempt

**Job Summary:** Process Tribal Loans, Process monthly Elder and Handicap checks, Process purchase orders on a daily basis. Process quarterly Per Capita checks.

**Employee Reports To:** Finance Manager

**Specific Duties Performed:**

1. Process Loans once a week.
  - a. To include checking for outstanding debts owed to Tulalip entities.
  - b. Prepare Payback agreement per the application.
  - c. Process loan checks, get signatures.
  - d. Notify the receptionist of the recipients that qualify for loan via a list.
2. Once a month distribution for Handicap and Elder recipients.
  - a. Maintain spreadsheets to monitor early releases.
  - b. Monitor deductions to be taken from the recipients' monthly distribution.
3. Quarterly Per Capita Distribution
  - a. Send letters to entities requesting a list of deductions that need to be taken from individual per capita checks.
  - b. Monitor deductions for outstanding debts to entities.
  - c. Work with enrollment for any changes since the last distribution.
  - d. Stuff envelopes.
  - e. Prepare a viable sorting system for distribution
  - f. All other duties, per the standard operating procedures
  - g. Follow up with any corrections after the distribution
4. All other duties as deemed necessary for the overall efficiency of the Finance Department.

**Term of Employment:** This position is a regular full time position requiring 40 hours a week and 2080 hours per year.

**Pay Range:** \$18.77- \$26.43

**Opening Date:** December 22,2006

**Closing Date:** January 9, 2007 @ 4p.m.

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1(800) 869-8287.**